

MANAGER, PAYROLL/PERSONNEL SYSTEMS

DUTIES Under the direction of the City Auditor:

1. To supervise the management of the data base used in the preparation of payrolls.
2. To develop computer applications for payroll and personnel transactions and records.
3. To supervise and manage the payroll staff.
4. To perform other related tasks as required.

ACCOUNTABILITIES

1. Supervising the management of the data base in the preparation of payrolls.
 - A. Coordinating the scheduling of payrolls and other special operations.
 - B. Assembling, sequencing, editing, summarizing and maintaining input data for payroll.
 - C. Updating data base information and implementing approved changes.
 - D. Auditing payroll reports and making necessary corrections.
 - E. Advising user departments of errors or omissions in source documents and making subsequent corrections.
 - F. Ensuring the proper distribution of labor costs in the financial system.
2. Developing computer applications for payroll and personnel transactions and records.
 - A. Developing, implementing and maintaining a centralized computerized payroll/personnel records management system.
 - B. Developing reports for City departments, and management's use in negotiations.
 - C. Assisting user departments in the interpretation of system generated reports.
 - D. Developing methods to computerize existing micro or manual records.
 - E. Preparing monthly, quarterly, and annual reports.
3. Supervising and managing the payroll staff.
 - A. Effectively recommending the hiring, transfer, suspension or discharge of subordinate employees.
 - B. Assigning and directing the work of employees in the payroll office.
 - C. Assisting in the evaluation of employee work performance and recommending rewards or discipline.
 - D. Training and advising payroll personnel outside the department.
 - E. Explaining inquiries and giving out routine information.

- F. Referring unresolved inquiries to the proper officials.
- 4. Performing related tasks as required, including, but not limited to:
 - A. Initiating and participating in project planning and analysis with data processing staff.
 - B. Formulating user department procedures for use of the computer and related equipment.
 - C. Assisting in the implementation of new data processing systems procedures.

MINIMUM QUALIFICATIONS

1. Education and Experience

- A. Two (2) years' verifiable experience in a position with overall responsibility for the maintenance of computerized payroll information system; or
- B. Two (2) years' verifiable bookkeeping experience in a position with overall responsibility for the maintenance of a computerized information system; or
- C. Completion of a certified vocational training program in data processing with specific courses in computer programming and computer science; or
- D. Completion of forty-five (45) quarter credits of college-level work in data processing, computer science, or a related field; or
- E. Two (2) years' verifiable education and/or experience equivalent to any of the options above.

2. Knowledge and Skill Requirements

- A. Basic knowledge of bookkeeping principles.
- B. Knowledge of computerized payroll procedures.
- C. Knowledge of effective supervisory techniques.
- D. Knowledge of modern office methods, procedures and equipment.
- E. Knowledge of data processing and computer information systems~
- F. Knowledge of computer operations and computer applications.

3. Abilities

- A. Ability to work independently with little supervision.
- B. Ability to prepare accurate financial and statistical reports.
- C. Ability to locate, classify and interpret a variety of statistical and related information.
- D. Ability to make accurate comparisons and computations.
- E. Ability to communicate effectively in oral and written form.
- F. Ability to establish and maintain effective working relationships with others.
- G. Ability to supervise.
- H. Ability to operate the computer.

I. Ability to perform SEDENTARY WORK *

* SEDENTARY WORK is defined as lifting 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets and ledgers.

CJ:bf
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Anlst: CJ	Date: 19850514
Union: Supv	Pay: 1085
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